

***Out-of-District Funds
for Children with Disabilities***

Procedures and Instructions

2016-2017

**Contact for additional information and
submitting applicable OOD forms via postal mail:**

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Procedures and Instructions for Out-of-District Placement Funds

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OOD forms to be completed for submission are included in the list of supporting documents for the Out-of-District Funds application on the Exceptional Children Division website, located under the Finance and Grants tab.

Procedures for Requesting Out-of-District Funds

The State Board of Education establishes set-aside funds for special allocations prior to the determination of per pupil allotments. The Out-of-District Program is **to assist** local education agencies in funding the excess cost of the placement of a child in a program not operated by the local education agency. These placements may be public, private, residential, in-state or out-of-state. All in-state programs are the first consideration before any out-of-state placements are considered.

The estimated amount of funds for reimbursement will be up to but no more than 50% of the total cost of the educational placement, minus per child ADM, state and federal allotments.

Applying for OOD Funds: Applications must be submitted for children placed in private schools, out-of-state schools, or schools in another LEA no later than **thirty (30) calendar days** after the placement has occurred.

- Applications received later than thirty (30) calendar days after placement may be funded only from the date of receipt of a complete application packet which includes the form, contract, calendar, and justification. If unavoidable or unforeseen delays are encountered in submission of applications, the request for an extension of the deadline must be made in writing via e-mail, mail, or fax. The request then will be reviewed by appropriate staff.

Applications (OOD-1) must have the following items to be processed:

1. Contract(s) (one copy required) - If a signed copy is not available, submit an unsigned draft copy of the contract. **A signed copy must be submitted within thirty (30) calendar days after receipt of the approval letter.** Contracts should cover the placing LEA's approved school year and specify days for extended school year services if applicable. For children placed in another LEA, contracts should specify which LEA will receive average daily membership (ADM), federal (December 1 child count), and state (April 1 child count) allotments for the 2015-2016 school year and the allocation amounts.
2. Calendar (one copy required) - Submit the school calendar from the special education program where the child will receive educational services.
3. Justification for OOD Placement (one copy required) - Written justification must be submitted for placing each child in a more restrictive environment or outside the LEA. This includes the steps taken to ensure that the child is educated in the LEA of legal residence and the least restrictive environment prior to OOD placement. Justification is needed for each child who is served in an OOD Placement (IEP/DEC 4).
4. Special education and related services costs **must be computed individually**, based on the services listed in each child's IEP; therefore, the total cost for each child will vary. The computation for residential and extended school year should also be done individually.

Authorized expenditures include:

- Special education teachers and teacher assistants;
- Related services (such as audiology, counseling, occupational and physical therapy, speech, etc.);
- Adapted physical education; and
- Residential cost and extended school year (residential cost applies to public and private in-state and out-of-state residential placements).

Notification of Approval will be provided via a letter, sent by postal mail to the LEA Exceptional Children Program Director/Coordinator. The allocation on the letter is an estimated allocation. Reimbursement is based on actual cost of educational and related services for the placing LEA's approved school year of service (when extended school year and residential cost are not part of the placement cost).

Denial of Request: All requests will be reviewed by the Exceptional Children Division. If the request is denied, the LEA will be notified via a letter indicating the reason for denial, sent by postal mail to the Director of the Exceptional Children Programs.

Withdrawals or changes in services: The Exceptional Children Division must be notified of any change in the child's status, eligible required services, or withdrawal of child in writing, by submission of a completed *Withdrawal Form* (OOD-3), no later than **thirty (30) calendar days** after the child has withdrawn or is no longer requiring educational and related services.

Making an Official Reimbursement Request: The OOD billing period is for one school year; the reimbursement request should be submitted by postal mail and postmarked on or before May 15th of that school year. However, when that is not possible, invoices postmarked after this date will be paid during the next fiscal year. The LEA must notify the Exceptional Children Division in writing if the annual reimbursement presents a hardship for the LEA. The reimbursement schedule will not be changed for notifications sent after the 30-day child placement period.

A standard invoice, the *Local Education Agency Out-of-District Placement Reimbursement Invoice* (OOD-2) has been developed for reporting costs for educational services. This form must be completed when invoicing for annual reimbursement and before reimbursement will be processed by the Exceptional Children Division.

- Invoice billing periods must be computed on a daily basis. Daily costs will be reimbursed based on the placing LEA's approved school year. Invoices should indicate the number of days the child was served.

The LEA must submit to the Exceptional Children Division a completed *Local Education Agency Out-of-District Placement Reimbursement Invoice* (OOD-2) with the following documents:

- Copies of the purchase order(s).
- Copies of invoices showing services provided, dates of the services, and amounts billed.
- Copies of canceled check(s) showing the actual cost of services; these must align with the invoices.

After the request is received, it will be reviewed and approved before going to the Division of Financial and Business Services for payment.

- ADM, state and federal allotments will be deducted by the Division of Financial and Business Services when there are no calculations which reduce the total charges for children with an OOD LEA placement.
- State and federal allotments will be deducted by the Division of Financial and Business Services from the total charges if there are no reduction calculations for children in private or out-of-state schools.

Other Details:

Regular Average Daily Membership (ADM) and State Exceptional Children and Federal [IDEA 2004 (Part B)] allotments must be verified and used to pay for placement of each child. Allotment information in the application, contract, and invoice should coincide. Justification must be provided for discrepancies. LEAs will be credited as follows:

- If the child received the ADM in the unit of legal residence, that unit will be credited with receipt of ADM, state, and federal allotments unless otherwise verified.
- If the child is placed in a private or out-of-state school and received no ADM, the unit of legal residence will not be credited with receipt of ADM. The unit of legal residence will be credited with receipt of state and federal allotments unless otherwise verified.
- If the child is placed in another LEA, verification that the serving unit received the ADM is needed. The unit of legal residence will be credited with receipt of state and federal allotments unless otherwise verified.

ODD funds reimbursed through this program should be placed in the account from which the bill was paid. If local funds were used, then these funds may be used to replace them.

The priorities for use of available OOD funds are as follows:

Priority 1: Special consideration will be given to children ages 3 through 21 served in private schools during the 2015-16 school year and continue in those placements (IEP/DEC 4, Parts 3 and 4 required) **and** children ages 3 through 21 placed for the first time in private schools pending review of private school placement (IEP/DEC 4, Parts 1, 2, 3, and 4 required).

Priority 2: Children placed in programs in other LEAs. (All eligible children ages 3 through 21 must have their applications submitted prior to enrolling in a program.) An IEP, DEC 4, Parts 1, 2, 3, and 4 for the current year must accompany the application for children served for the first time in the OOD Program. Submit the IEP, DEC 4, Parts 3 and 4 if the child remains in the program.

The records pertaining to OOD placement are subject to an audit both during and after the completion of the school year.

Reference II

The form is in fillable Microsoft Word format. Navigate between fields using the tab key or mouse click. The completed form must be printed, signed, and a copy with actual signatures must be submitted via postal mail no later than thirty (30) calendar days after the placement has occurred.

Instructions for Completing an Out-of-District Application (OOD-1)

Part I.

Enter the date the application is completed in the field above and to the right of the Part I box.

Enter the LEA name and LEA number.

Select the District name from the drop-down box.

Enter the EC Director/Coordinator's Information.

Part II.

Enter the child's information.

Select ethnicity, gender, disability and IEP current placement from the drop-down lists.

Provide the child's parent/guardian information.

Enter responses for the four fields at the bottom of the Part II box.

Part III.

Enter the information regarding the name and location of the out-of-district placement.

Part IV.

Complete all information regarding funding and the child's enrollment status.

Enter the dates of service for the current school year.

In the chart, provide the estimated costs of services based on the contracts that are in place to meet the child's educational and related service needs. Three additional fields have been provided entering services and costs not listed.

Part V.

Certification: Original signatures are required from the Exceptional Children Director/Coordinator, Finance Officer, and Superintendent.

Instructions for Completing a Local Education Agency Out-of-District Reimbursement Invoice (OOD-2)

The form is in a fillable Microsoft Word format. Navigate between fields using the tab key or mouse click. The completed form must be printed, signed, and a copy with actual signatures must be submitted via postal mail and be postmarked on or before May 15th. If the invoice is postmarked after this date, payment will be received in the next fiscal year.

Attach the following documents to the completed OOD-2:

- Copies of the purchase order(s).
- Copies of invoices showing services provided, dates of the services, and amounts billed.
- Copies of canceled check(s) showing the actual cost of services; these must align with the invoices.

1. **Enter** the LEA information for the LEA submitting the invoice for reimbursement.
2. **Enter** the information of the child who was served in an out-of-district placement.
3. **Enter** the current school year dates services were provided.
4. **Enter** applicable information in the table:
 - Provide a Description of Service if one is not provided; three additional lines are available for a service not listed.
 - Column 1- A Contract Unit Rate is the cost of a service per day.
 - Column 2- The number of days the child was in attendance or participating in the service, or another amount of service dates from the contract.
 - Column 3- The amount the LEA was billed for the services noted.

Example:

| Description of Services | (1) Contract Unit Rate (Per Day) | (2) Total Creditable Days (cumulative) | (3) Amount Billed to LEA |
|-------------------------|-------------------------------------|---|-----------------------------|
| Educational Services | \$100.00 | 180 | \$18,000.00 |

- **Total** the cost of all services and enter the amount on the “Subtotal” line.
- If the LEA received per child ADM, state and federal dollars listed for the child named in the invoice, **enter these amounts** in the fields provided.
- **Subtract** the ADM, state and federal dollars amounts entered from the “Subtotal.” Enter this amount in the “Total” field. This is the figure that is used to calculate the LEA’s reimbursement.

5. **Signature of LEA’s Finance Officer:** An original signature is required.

Instructions for Out-of-District Withdrawal Form (OOD-3)

The form is in a fillable Microsoft Word format. Navigate between fields using the tab key or mouse click. The completed form must be printed, signed, and a copy with original signatures submitted by postal mail no later than thirty (30) calendar days after the child has withdrawn.

This form should be used by the LEA when notifying the Department of Public Instruction of the withdrawal of a child placed OOD.

1. **Enter** the Date the form is completed.
2. **Enter** the LEA name and LEA number.
3. **Select** the District Name from the drop-down box.
4. **Enter** the child's PowerSchool student identification number.
5. **Enter** the child's last name as it appears in PowerSchool (**check for correct spelling**).
6. **Enter** the child's first name as it appears in PowerSchool (**do not use nick names and check for correct spelling**).
7. **Enter** the child's date of birth and check for accuracy.
8. **Select** ethnicity, gender and disability from the drop-down lists.
9. **Enter** the date the child enrolled/started school in the OOD placement during the current school year.
10. **Enter** the date the child withdrew from the LEA and use the appropriate withdrawal code from the drop-down list. If W-9 is selected, provide a description at the bottom of the form.
11. **Signature of Exceptional Program Director/Coordinator:** An original signature is required.